Plan Phase Kick-off Meeting Evaluation

Name (optional):

Date:

Please circle a number below that best describes your reaction to the following statements:

Kick-off meeting goals	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
I can describe (at a high-level) SFA U's new training development and delivery process.	1	2	3	4	5	N/A
I can identify the benefits to the new process for SFA U.	1	2	3	4	5	N/A
I can apply what I have learned about the new process to the development of the training course.	1	2	3	4	5	N/A
I can describe the major deliverables and tasks of the Plan phase.	1	2	3	4	5	N/A
I understand my role and responsibilities relating to the development of the training course.	1	2	3	4	5	N/A
I can use the standard templates and job aids to complete the steps of the Plan phase.	1	2	3	4	5	N/A

Role map	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The role map job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why a role map is important.	1	2	3	4	5	N/A
I will be able to complete a role map for a future training project.	1	2	3	4	5	N/A

Comments:

Audience analysis	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The audience analysis job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why an audience analysis is important.	1	2	3	4	5	N/A
I will be able to complete an audience analysis for a future training project.	1	2	3	4	5	N/A

Comments:

Learning objectives	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The learning objective job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why learning objectives are important.	1	2	3	4	5	N/A
I will be able to identify learning objective for a future training project.	1	2	3	4	5	N/A

Comments:

Content scope	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The content scope job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why establishing the content scope is important.	1	2	3	4	5	N/A
I will be able to determine the content scope for a future training project.	1	2	3	4	5	N/A

Comments:

Delivery strategy	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The delivery strategy job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why it is important to determine the delivery strategy.	1	2	3	4	5	N/A
I will be able to identify a delivery strategy for a future training project.	1	2	3	4	5	N/A

Comments:

Stakeholder analysis	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The stakeholder analysis job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why a stakeholder analysis is important.	1	2	3	4	5	N/A
I will be able to perform a stakeholder analysis for a future training project.	1	2	3	4	5	N/A

Comments:

Workplan	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
The workplan job aid and template clear and easy to use.	1	2	3	4	5	N/A
I understand why a workplan is important.	1	2	3	4	5	N/A
I will be able to create a workplan for a future training project.	1	2	3	4	5	N/A

Comments:

Meeting logistics	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
The meeting pace was appropriate.	1	2	3	4	5
The meeting length was appropriate.	1	2	3	4	5
There were adequate supplies and resources available.	1	2	3	4	5
My questions and/or concerns were addressed during the meeting.	1	2	3	4	5

Overall comments on process, tools, and templates: